

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON
ELECTRONIC CASE FILING (ECF) SYSTEM
PARTICIPANT REGISTRATION FORM
(Live System)
(effective 8 November 2004)**

To register for an account on the Court's ECF System, please provide the information requested below:

Name: _____

Bar ID# and State: _____

Firm Name: _____

Complete Firm Address: _____

City, State, Zip Code: _____

Firm Federal Tax ID #: _____

Voice Phone Number: _____

FAX Number: _____

E-Mail Address: _____

Send Notice to These Additional E-Mail Addresses: _____

Send Electronic Notice (check one): ☐ Each Filing ☐ End of Day Summary

Send Electronic Notice in the following format (check one):

☐ HTML for Netscape, ISP mail service, i.e, AOL, Hotmail, Yahoo, etc.

☐ Text for cc:mail, Groupwise, Outlook, Outlook Express, Other (please list)

By submitting this registration form, applicant agrees to the following:

1. Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed

with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password(s) issued to a participant identifies that participant to the Court each time he or she logs on to the ECF system. The use of a participant's password constitutes the signature of the participant for purposes of Federal Bankruptcy Rule 9011 on any document or pleading filed electronically using that participant's password. Therefore, a participant must protect and secure the password issued by the Court. See General Order No. 3 (Amended 11/08/04). If you have any reason to suspect your password has been compromised, it is your duty to notify the Court immediately. The Court will thereafter immediately delete that password from the ECF System and issue a new password.

2. By this registration, applicant consents to the electronic service of pleadings and other papers as set forth in Paragraph 8 of General Order No. 3.
3. Applicant agrees that once registered as a participant, he or she must electronically file all documents, as provided in General Order No. 4 (making ECF mandatory for certain participants) and General Order No. 3.
4. Applicant understands that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures or require verification under Fed.R.Bankr.P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, must be maintained by the attorney of record or the party originating the document for a period not less than five years.
5. Applicant agrees to comply with the ECF Technical Requirements attached hereto and as amended from time to time.

Date

Signature of Applicant

Please return to: Mark Hatcher
Clerk of the Court
United States Bankruptcy Court
United States Courthouse
700 Stewart Street, Rm. 6301
Seattle, WA 98101-1271

ECF TECHNICAL REQUIREMENTS
(Effective 8 November 2004)

1. All ECF participants will receive a Notice of Electronic Filing of any pleadings filed in cases in which he/she has appeared. On the front page of this document, the participant is to provide to the court his/her primary email address. If needed, additional email addresses may be included on this form requesting that other individuals within the firm receive duplicate notifications of case activity.
2. ECF participants are responsible for keeping their primary and alternative email addresses current with the Court.
3. A participant shall notify the Court immediately if the participant is having difficulty with his/her Internet Service Provider (ISP) and shall provide the Court with a temporary email address while he/she works with the ISP to resolve the problem. The Court will hold Notice of Electronic Filing emails to the primary email address on the account and re-send those emails when advised that the problem has been resolved.
4. Each participant must maintain an email account with enough storage space to receive electronic notices from the Court. In general, an account with storage space of at least 100 MegaBytes is sufficient. The email generated from CM/ECF server can be voluminous exceeding the size allocated for free email accounts. Extra storage space of 100 MegaBytes can be purchased from an ISP. If the size of a participant's email account is not sufficient, email notification of documents being served will fail. These failed emails are returned to the Court and **will be deleted from the system**. In order to determine what emails have been deleted, the participant will need to generate a listing of activity in their cases on a per day basis using Utilities/Electronic Notice Summary.
5. Whenever email messages directed to any additional email addresses are returned to the Court twice within the same week, the alternate email addresses will be removed from the participant's account. The participant will need to contact the Court to re-establish new additional email addresses for the account.
6. CM/ECF generated email is sent by

ecfwebmaster@wawb.uscourts.gov. **Do not reply to this email address.** Instead, participants may contact the Seattle ECF Help Desk at ECFHelp_Seattle@wawb.uscourts.gov or the Tacoma ECF Help Desk at ECFHelp_Tacoma@wawb.uscourts.gov.

7. Due to the volume of email messages from the Court, an ISP may view Court email as spam. To avoid ISP blocking of Court messages as spam, the ISP account should permit all emails from ecfwebmaster@wawb.uscourts.gov, and IP addresses 208.27.203.128 and 208.27.111.128.